



FACILITIES TECHNOLOGY SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To plan, develop and maintain databases specific to control systems including computerized, electronic, microprocessor, and pneumatic based automated controls for City facilities; and to coordinate and administer the installation, training/education and operation for all computerized/automated building and energy management systems.

Supervision Received and Exercised:

Receives general supervision from the Facilities Maintenance Manager, or from other management staff as needed.

Exercises functional and technical direction over other facility maintenance staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Plan, recommend, design and implement solutions to building problems using computerized/automated technology; develop and implement standards and specifications for the construction, operation and maintenance of computerized/automated building systems. Customize system utilizing complex programming, specify equipment standards and specifications;
- Coordinate programs and monitor the operation of computerized/automated building systems such as Energy Management Systems, HVAC controllers, card and keypad access controls, lighting controllers, burglar alarms and fire alarms; diagnose and repair malfunctioning computerized/automated building systems; evaluate current programs and recommends modifications for improvement of HVAC; review plans and provide suggestions and feedback to design engineers during the design phase of projects;
- Manage and administer security card access databases, video system database, and energy efficiency systems;

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- Manage broad system evaluation, conduct systems upgrades and improve functionality and system energy efficiency;
- Provide solution support for fiber optic communication and implement wireless mobile solutions for remote accessibility;
- Review plans and provide input and specification requirements based on standards, facility requirements and system compatibility;
- Perform analysis collaborating with management, staff, and internal customers to determine desired technological goals, priorities and resources;
- Create operation manuals, instructional software, and analytical system documentation; create and conduct multimedia training for management personnel and technicians in the use and functionality of user integration;
- Provide continuous support for City and contracted personnel in the proper system use and functionality;
- Train and assist others in the operation and repair of computerized/automated building systems; coordinate the use of office information system resources, networks and communication systems resources and networks with computerized/automated building systems;
- Design and develop plans and specifications for new HVAC, computerized/automated systems, and security related equipment purchases related to new construction projects;
- Provide high level of technical assistance and troubleshooting expertise;
- Plan, develop, implement and maintain computerized/automated databases; implement upgrades to computerized/automated building systems; provide technical direction and support to the Engineering Section involving the management of construction projects containing computerized/automated building systems;
- Evaluate the effectiveness of current energy management strategies and building automation controls;
- Analyze data, evaluate, test, install, reconfigure, upgrade, program and conduct cost analysis of energy management systems and computerized/automated systems;

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- Provide technical data, specification, facility requirements, as-built plans, component requirements, building/security access, and oversight to contract personnel and design engineers in the evaluation stages of new facility systems and upgrades;
- Participate in the evaluation and selection of new and replacement hardware and software for computerized/automated building systems;
- Promote workplace safety awareness and understanding of potential workplace hazards and assist with the necessary training to avoid such hazards; provide technical training and oversight concerning potential equipment hazards and their related potential; and participate in safety initiatives;
- Work special events and be available on call, as necessary;
- Monitor and ensure systems meet business and performance needs;
- Oversee various contracts, schedules and contracted staff;

Minimum Qualifications:

Experience:

Three years of work experience as a skilled electrician in HVAC operations and maintenance; maintaining a computer based HVAC system; and an energy management/building controls program.

Education:

Equivalent to completion of an Associate's Degree directly related to the core functions of this position or formal specialized training in direct digital controls, electronics and/or energy management.

Licenses/Certifications:

Must possess and maintain a valid driver's license.

Accredited training and/or certifications in building commissioning, HVAC, digital controls, refrigeration, Hirsch operations, energy design strategies, fire alarm system and Delta control systems preferred.

Examples of Physical and/or Mental Activities:

Effective October 1996

Revised/renamed December 2001

Revised December 2006

Revised March 2008 (Update Supervision Received Section)

Revised April 2013 (Job Duties and MQ's)

Revised October 2015 (Update job title, purpose statement, and essential functions)

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(Pending)

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 230

Status: Non-Exempt/ Classified